

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
JANUARY 13, 2014**

BOARD MEMBERS IN ATTENDANCE

Paul Crosswaith, Dennis Doyle, Anna Eddy, Patty Foley, Judy Igielski, Pauline Kruk, Iris Larsson, LeeAnn Manke, Kris Nasinnyk, Maureen O'Connor Lyons, Tony Palermino, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS

Clarke Castelle

TOWN COUNCIL LIAISONS ABSENT

David Nagel

FRIENDS

Philip DesJardins

CALL TO ORDER

The meeting was called to order by Anna Eddy at 7:00 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy reported that she was sending around a thank you card for everyone to sign. This card will be sent to Trudie for her service on the Library Board. Trudie is moving to South Carolina.

IV. APPROVAL OF MINUTES

Anna had three corrections to the minutes. On page one under the motion for the November minutes the word "made" is missing; on page five under B. Race 2014, it should read "three complimentary entries" not five, and grades 5 through 8, not grades 5 through 11; on page 6 under the motion to go into Executive Session the wording "to discuss negotiations" was not needed. Tony explained that when going into Executive

Session a reason does need to be stated, for example, personnel issues. Additionally, the Board adjourned at 9:20 PM at the December meeting. **MOTION: Kris Nasinnyk made a motion to accept the minutes of December 9, 2013 as amended, Iris Larsson seconded the motion, all were in favor, and the motion to accept the minutes of December 9, 2013 as amended was approved with an 14-0 vote, Judy Igielski abstained as she was not present at the December meeting**

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Anna reviewed the Annual Activities Calendar; January begins the 5K Race meetings. Anna provided the PEP Committee with a copy of the Annual Activities Calendar and Patty suggested a new format that can be used more as a tracking tool. She will provide that to the Board soon.

VI. TREASURER'S REPORT

Iris reported that all bills have been paid.

Anna reported that she and Diane met with Lisa in December for a six month review. Anna was happy to report that Lisa is on track with the functioning of the library and getting a sense of what we need. Diane commented that Lisa provided them with the Plan of Work, and reported on Lisa's strong relationship with the staff and Town employees.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that Jennifer Bassett, part-time Teen Librarian, will be leaving on December 30th. That position has been posted. An opening for a part time reference person will be posted soon. Dorothy Russell just completed her first month at the Library and is doing well.

Lisa and Karen will be meeting with Paul Boutot from the Town's IT Department to finalize the RFP for the RFID. They have found three vendors to submit the RFP to. The Library Connection's migration to the new ILS System Triple III is in the process of data conversion. Two of the Library staff is on the testing team. There will be training in April and go live in May.

Anna stated she was amazed in the statistics for downloadable books which has increased to 54%.

Upcoming programs include the January 21st Adult Winter Reading Registration (which ends February 28th), and the January 25th Children's Winter Reading Registration (which ends March 1st). February 1st is Take Your Child To The Library Day which hopes to encourage parents to bring their children to the Library. On February 3rd the Friends will be holding a fundraiser at Friendly's who will donate 20% of purchases – the Friends will use the money raised towards purchasing more books for the Summer Reading Program.

There was a program on making gingerbread houses and 250 adults and 140 children participated in this program.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that the bin to collect food donations has been ordered. On January 9th Karen participated in the Tech Troubleshooting with Teens program; there were 11 adults and three teens who helped with laptops, Kindle, Nook, iPad, and cell phones. This program is really starting to catch on and she hopes to hold a program on learning to download books. There will be a tech program on January 14th at 6:30 PM on getting to know your iPad apps. On January 27th at 6:30 there will be a program on getting to know your EBooks. There are EReaders displayed at the circulation desk that are preloaded with brand new titles of fiction, non-fiction, and mystery books; these can be checked out for a two week period.

IX. FRIENDS OF THE LIBRARY

Phil DesJardins stated that on behalf of the Friends, he wishes everyone a Happy New Year. He reminded everyone that the Wine, Beer, & Cheese Social is scheduled for January 24, 2014; tickets are \$12 in advance and \$15 at the door.

X. COMMITTEE REPORTS

A. PEP (Planning, Evaluation, Policy)

Judy reported that the first PEP Committee meeting was held with eight members. One task the Committee was reviewing was with regard to the ByLaws. Eric had started a ByLaws revision but that wasn't completed. The ByLaws need to be updated and revised since it has been awhile. There have been questions on the leadership of the Board with regard to corporate and town appointees working together. Another task was to have all committee chairpersons provide a description of their committee to Kris who completed this last year but it should be updated. The third task was reviewing the Annual Activities Calendar. Judy explained with regard to the leadership of the Board the issue is the makeup of the Board and the officer positions. For years only corporate members could serve as officers; that changed in 2001 where any member of the Board of Trustees could be an officer. There are various opinions about returning to just corporate members being an officer. Anna suggested tabling this until later in the meeting and going into Executive Session. She also read a generic framework that she suggested the Board of Trustees use as a covenant. The bottom line is that the Board of Trustees is here collectively to support the Library.

Anna provided the following suggested Covenant for the Board of Trustees:

1. Be on time.
2. Commit to attendance. Tell us in advance when you will not be able to attend.

3. Be prepared - Read Board Package prior to meetings.
4. Step Up/Step Back. - Trustees need to “step up” and model civility and effective decision making
5. Use respectful communication – Pause and listen.
6. Speak with one voice.
7. Make every effort for efficiency by modeling brevity and sticking to topic.
8. Do not repeat your own views until everyone who wishes to speak has spoken.
9. Listen carefully and fully to one another.
10. Strive to listen without interrupting.
11. Be respectful of other members and be tactful when disagreeing.
12. Assume the best possible motive and trust your fellow board members to hear your concerns.
13. Contribute personal ideas but then make decisions for the community as a whole.
14. Maintain confidentiality with personal and personnel matters.
15. Check and respond to e-mail within 48 hours ~ Write “PLEASE RESPOND” in the subject line of e-mails if response is required.
16. Do not engage in substantive discussion over e-mail. Remember, e-mails are now included as part of association records.
17. Assign a board member/manager to each action item that arises in a meeting to ensure follow through
18. Follow through with assigned tasks prior to next meeting.
19. Before ending the meeting, state our “assigned tasks” from the course of the meeting.

Tony commented that the Library has incorporation papers that dictate what the Trustees are supposed to be doing. He went on to say for a covenant to tell people how to act generous to each other is not necessary when there are these incorporation papers and explanation of the fiduciary responsibilities of the Board of Trustees. The Board decided to discuss this later on in the agenda.

B. Investment Committee

Neil reported that the fourth quarter reports from Vanguard show that investments are up 6.9%. For the calendar year of 2013 Vanguard investments are up 22.25%. He does not have the Oakmark report yet but feels it will also show a positive growth. He will be contacting Carol Pehrul to schedule a six month meeting.

C. House Committee

1. Lienhard Room Update

Diane explained to the new Board members the background on the renovation of the Lienhard Room. The original cost submitted by Red Thread was \$50,000. Diane met with Lynn, Judy, Lisa, and Karen and reviewed some tasks that could be done with an in-house handyman which would bring the cost down. Diane

then went back to Red Thread indicating what items could be done in-house and she is waiting for a new estimate.

D. Facility and Site

1. Long Range Plan Update

Maureen explained to the new Board members that back in June the Facility and Site Committee met with regard to preparing an RFP to hire someone to update the Long Range Plan. Two companies responded to this RFP and the Committee and Board realized it as a lot of money to spend to revamp something that had good bones to it. Therefore, the Board decided to have the Facility and Site Committee revise the Long Range Plan in-house. Anna asked the Board to review the document and make any changes or suggestions and email them to Maureen. Maureen will then schedule a meeting with the Committee to review these changes and suggestions and bring it back to the Board. Maureen thanked Tony and Dennis for their input.

E. Fund Development/Legacy Society

Pauline reported that she has reviewed the updated material to see if we were on target. She was pleased to say that from all indications the process that is in place is going well. She said that at least one member of the Board should be part of the Legacy Society (Tony is). She suggested that a program be held thanking and recognizing the people who have donated small amounts. We continue to do well with the brochures and public relations. Tony suggested concentrating efforts on identifying people who use the services of the library frequently. At this time many people send money in the form of a memorial. Anna suggested holding a community-wide program on estate planning. Lisa suggested a program like this could be held in April during Money Week. Patty suggested cultivating patrons and letting them know where their contribution is going. Pam stated that people may not be aware that this is available. LeeAnn agreed on holding a program for the community aspect of giving to the Library.

F. Budget

Tony reported that staff has presented a 0% budget to the Town Manager. The second part of the RFID is included in the CIP budget. Staff will be meeting with the Town Manager on Thursday at 9:30 AM. Clark indicated that there will be a CIP meeting on January 31st at 4:30 PM.

G. Technology

Paul had no report.

XI. OLD BUSINESS

A. Town Hall Renovations Project Building Meetings

Anna stated the next meeting is January 27th at 5:00 PM. Clark reported that Kaestle Boos has site plans for the Town Hall that show using Library property, but he assured the Board that they are not authorized to do this. A referendum needs to pass to move and pay for the Mortensen Community Center to be moved to Willard Avenue. This will take at least one year. A meeting is scheduled with Anna, Tony, Maureen, Mayor Woods, and Town Manager Salomone for the near future and they will report back to the Board.

B. Race 2014

The Race Committee met tonight. The Race is scheduled for Sunday, May 18th.

C. 75th Anniversary

Anna suggested setting a date for the planning group to get together. Serving on this group is Anna, LeeAnn, Pam, Neil, Pauline, and Maureen.

D. RFID Update

Lisa updated the Board during her report.

XII. NEW BUSINESS

There was no New Business.

XII. PUBLIC PARTICIPATION

Clark commented that Jaime Trevethan is a crackerjack and has placed the Town Hall Renovations Project Building meetings and the CIP meetings on the Town's website, along with a link to the minutes of those meetings.

Judy is happy to announce that the Town Volunteer of the Year award will be presented to LeeAnn Manke. This will take place on January 28th at 7:00 PM at the Town Council meeting. This is the second year in a row that a member of the Library Board has won this award; Judy received this award last year.

The Board returned to discussion on the earlier topic of revision of the ByLaws with regard to only corporate members being appointed as officers. This discussion started approximately two years ago when people had to leave the Board due to political changes. Judy reiterated her earlier comments that the PEP Committee met on January 9th and came up with three possible revisions for the ByLaws for the Board to discuss. The Board of Trustees is made up of 9 corporate and 6 Town Appointees. Up until 2001 the ByLaws read that only corporate Board

members could serve as officers. That was changed in 2001 that any Board member could serve as an officer. The three options are: keep as is with any Board member allowed to serve as an officer; go back to 2001 where only corporate members may serve as an officer; have only the treasurer be a corporate member and the president/vice-president/ secretary could be any member of the Board. Anna asked the Board to go around the room and express their opinions of these three options. Each Board member spoke and voiced their opinion and the majority stated they would like to go back to only corporate members serve as an officer. Anna thanked everyone for their indulgence and their individual input. She stated that this clarifies the situation for the PEP Committee. Judy commented that the PEP Committee will meet and review this discussion and report at the February meeting for a vote at the March meeting.

XIII. ADJOURNMENT

MOTION: Judy Igielski made a motion to adjourn the meeting, Pauline Kruk seconded the motion, all were in favor, and the motion passed unanimously with a 14-0 vote at 9:06 PM.